

FAQs - Min/Max Temperature Logs

Q1. On the current day we are supposed to record the min/max temps from the prior day? So, on the 2nd for example we are recording the temps from the 1st? And do we actually write those temps in the column of the 2nd or back on the first?

Yes, you should record the min/max from the prior day each day that you are in the clinic. So, on January 2nd, you would record the min/max temperatures from January 1st on the temperature log under January 2nd.

Q2. If we are recording on the current day for the previous day, do we need to record the temps from the last day of the month on the 1st? They would already be in the download sent to the State.

You should record the prior day's min/max for each day the clinic is open. So, if you are in the clinic on the first day of the month, you should record the previous day's min/max temp.

Q3. For the exact time are we supposed to put the time we are completing that day's section of the form and not the times of the min and max from the prior day?

For the time, you should record the time of day that you checked the min/max on the data logger (i.e.- record 8:00am if that was the time that you checked the min/max temps that day).

Q4. For room temperature we would only be able to record the temp for the days we are actually in the office so what do we do for those days the office is closed (like a Sunday or holiday)?

You can leave the columns blank for the days that you were not in the office (i.e., weekends and holidays).



Min/Max Temperature Log for Refrigerator and Freezer (F°)
DAYS 16 - 31 SOUTHEAST (B) REGION

Month/Year April, 2018 VFC PIN# 101 Phone 505 555 4444
 Site Name Specialty Santa Fe Refrigerator Freezer Unit 1 of 1

- Take action if temperatures are out of range!
1. Label exposed vaccine "do not use," and store it under proper conditions as quickly as possible. Do not discard vaccines unless directed to by your state/local health department and/or the manufacturer(s).
 2. Call: Helen Hall, Immunization Coordinator, 575-397-2463, ext. 6516
 3. Call the vaccine manufacturers noted on the [NM VFC Troubleshooting Record](#) to determine whether the vaccines are still viable.
 4. Document the advice given, date and time, and case number on the Troubleshooting Record.

- Monitor temperatures closely!
 1. Write your initials below in "Staff Initials," and note the time in "Exact Time."
 2. Record the room temperature.
 3. Record the min/max temps once at the start of the workday.
 4. Put "X"es in the rows that corresponds to the temperatures.
 5. If any out-of-range temp, see instructions to the right.
 6. After each month has ended, save each month's log for 3 years.

Day of Month	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Room Temp	68°	67	68	68	70			70	71	70	69	68			67	
Staff Initials	WJD	WJD	WJD	WJD	WJD			WJD	WJD	WJD	WJD	WJD			WJD	
Exact Time	7:38a	7:42a	7:49a	8:02a	7:55a			8:01a	7:42a	7:30a	7:44a	7:44a			7:52a	
Min/Max Temp (from prior day)	39.4 / 40.8	38.1 / 42.9	38.2 / 42.0	37.4 / 44.2	38.1 / 42.2			37.0 / 40.1	38.2 / 41.0	38.3 / 44.1	38.0 / 42.0	37.1 / 45.2			38.8 / 44.7	
Danger! Refrigerator temperatures above 46°F are too warm! Record any out-of-range temps and room temps and call your Immunization Coordinator immediately!																
46°																
45°																
44°																
43°																
42°																
41°																
40°																
39°	X															
38°		X		X		X			X	X	X	X			X	
37°					X				X	X	X	X			X	
36°																
Danger! Refrigerator temperatures below 36°F are too cold! Record any out-of-range temps and room temps and call your Immunization Coordinator immediately!																
Min/Max Temp (since previous reading)																
Danger! Freezer temperatures above 6°F are too warm! Record any out-of-range temps and room temps and call your Immunization Coordinator immediately!																
5°																
4°																
≤ 3°																

Here is an example of a completed Min/max temp log.

NOTE: this sample has refrigerator temps only; sites that also have frozen vaccine will record freezer min/max temps in the lower section of the log.